

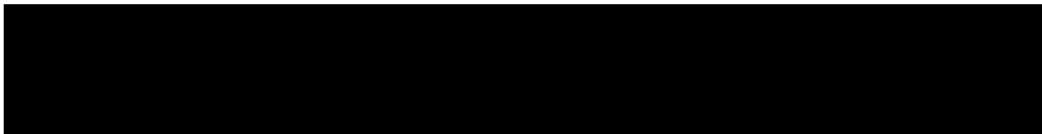
~~SECRET~~

~~CONFIDENTIAL~~

TRD STAFF MEETING
15 March 1950

25X1A9a

Present:



25X1A9a

25X1A9a

1. Vacation Scheduling. [REDACTED] requested that all branch chiefs begin planning now for scheduling of leave for their personnel. Mr. [REDACTED] suggested that for a period of one month all courses be cancelled so that personnel might go on leave at that time. [REDACTED] felt that the personnel situation might improve by the summer and in addition that all persons might not wish to take their leave at the same time. Further if a moratorium were declared it would simply mean that the backlog for the OC and AOC courses would be larger than ever. It was agreed that all branch chiefs would consult their personnel as to when they wished leave and then try to phase vacations to fit in with the training schedule. 25X1A9a

25X1A9a

2. Gadget Demonstration. A gadget demonstration has been arranged for 1000 16 March 1950 in room 118. TRD personnel, particularly of the Staff and Area Training Branches, wishing to attend may do so.

25X1A9a

3. Recruitment. [REDACTED] reported that we have authority to recruit against the six overseas slots of FDZ/OSO; in addition OPD/OPC has fifteen such slots, against which we may recruit. As these people come aboard we will have to train them and also provide working space for them. Mr. [REDACTED] was requested to investigate the possibility of providing some space in Building #13 for these individuals.

25X1A9a

25X1A9a

4. Military Slots. Mr. [REDACTED] of Management states TRD has eleven military slots; 7 are Army, 2 Navy and 2 Air Force. In addition, there are three slots which may be filled with military personnel. Mr. [REDACTED] is meeting with Mr. [REDACTED] of OPC today and will send a memorandum to TRD as to the outcome. 25X1A9a

25X1A6a

25X1A9a

25X1A9a

5. Inventory of Equipment. The auditors are presently inventorying TRD property in Building [REDACTED] and should be finished in about a week. A new accounting system is being set up when the inventory is completed and a complete list of the responsibilities of the accountable officers will be sent out by Mr. [REDACTED]. Old responsible officers who have been relieved of their accounts will receive a certificate of clearance. Mr. [REDACTED] proposed that Mrs. [REDACTED] account in #13 be taken over by Mr. [REDACTED] and it was decided that this should be done. 25X1A9a 25X1A9a

Document No. 15
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO TS S
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1765
1978

~~SECRET~~

SECRET

6. Miscellaneous. Our new 35 mm projector will be installed this week and should be in operation by the end of this month at the latest. Mr. [REDACTED] are getting together with the course instructors so as to arrange this installation with the least upheaval in scheduled films for various courses.

25X1A9a

The recording equipment for the classrooms should be started in about a week Mr. [REDACTED] reported. [REDACTED] look into the matter of some sort of floor covering to deaden the sound of persons walking along the hall near the classrooms. He also suggested some sort of sound-proofing for the OC and AOC classrooms.

25X1A9a

25X1A9a

25X1A9a

Mrs. [REDACTED] reported she has 27 requests for the OC starting on Monday, 20 March 1950. Three FDZ candidates have dropped out of this course due to being processed for overseas. As yet no field returnees have been entered in the course.

25X1A9a

Mr. [REDACTED] announced the next administrative course would start 27 March. Some changes have been made in the headquarters week and a headquarters administrative problem has been added.

SECRET